

ECF ADMINISTRATIVE PROCEDURES FOR FILING, SIGNING, AND VERIFYING DOCUMENTS ELECTRONICALLY

The Local Rules for the U.S. District Court for the District of Montana establish the following procedures to the extent any of the following procedures or guidelines is inconsistent with the Local Rules, the Local Rules control.

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I. THE ELECTRONIC FILING SYSTEM

(a) Authorization for the Electronic Record	<ul style="list-style-type: none"> – Local Rule 1.6(a) – Federal Rule of Civil Procedure 5(e) – Federal Rule of Criminal Procedure 57 	<p>AS OF 11/11/05 the official record shall include information transmitted to the court in electronic format and documents filed in paper format shall be made a part of the record. Any conventional documents or exhibits impractical to scan into the electronic record shall be maintained in the Clerk's Office.</p> <p>All registered users may begin filing on 11/11/05.</p> <p>Electronic filing will be required of all counsel as of 01/10/07 without cause.</p>
(b) Responsibility of filing parties.	<ul style="list-style-type: none"> – <u>Miscellaneous</u> 	<ul style="list-style-type: none"> – Maintain an electronic mailbox sufficient to receive the orders and other documents transmitted electronically. – After the Order Admitting Pro Hac Vice has been entered, counsel shall have ten (10) days to register for electronic filing in the District Court. – Original pleadings with intrinsic value should be maintained by the filing party.
	<ul style="list-style-type: none"> – <u>Personal Account Information</u> 	<ul style="list-style-type: none"> – Attorneys are personally responsible for maintaining their e-mail addresses as current. If your carrier changes, you must immediately change the e-mail address in the system. – Steps include: <ul style="list-style-type: none"> – “Utilities,” “Maintain Your Account,” enter last name, “Submit,” “E-Mail Information,” change address OR add additional recipients, “Return to Account Screen,” “Submit.” Continue to “submit” until the system advises you have satisfactorily made changes to the account. – Attorneys are also able to change their “passwords” using the same “Utilities,” “Maintain Your Account,” enter last name, “More User Account Information,” change password, “Return to Account Screen,” “Submit.” Continue to “Submit” until the system advises you have satisfactorily made changes to the account.
(c) Definitions and Instructions	<ul style="list-style-type: none"> – Administrative Procedures Manual: 	<ul style="list-style-type: none"> – Where procedures and instructions for using the court’s ECF system can be found, consistent with the Local Rules for the District of Montana.
	<ul style="list-style-type: none"> – Certificate of Service: 	<ul style="list-style-type: none"> – In accordance with Local Rule 5.1(b), parties must include a Certificate of Service with their documents . . . in addition to the NEF that is produced by the system, if one of the parties is a conventional filer. – Form One, Sample “Certificate of Service.”
	<ul style="list-style-type: none"> – CM 	<ul style="list-style-type: none"> – “Case Management” portion of the electronic filing system used by the Clerk’s Office to maintain the electronic record.
	<ul style="list-style-type: none"> – Conventional Filer 	<ul style="list-style-type: none"> – Local Rule 1.6(b) refers to those filers who are not registered to file electronically.
	<ul style="list-style-type: none"> – ECF 	<ul style="list-style-type: none"> – Refers to the Court’s “Electronic Case Files” system.

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	– ECF User or Registered User	– A person who is registered to use the ECF site.
	– Electronic Filing	– Uploading a document directly from the registered user’s computer to the Court’s Internet-based filing system. – Sending a document to the court via e-mail does not constitute “electronic filing.”
	– E-mail Address of Record:	The e-mail address of each party to the case stored in the Clerk’s Office.
	– Document	– Includes pleadings, motions, exhibits, declarations, affidavits, memoranda, papers, orders, notices, and any other filing by or to the court.
	– Internet Service Provider:	– (ISP) The entity used to connect to the Internet
	– Mountain Time:	– Refers to all hours stated in these procedures, Standard or Daylight Savings, whichever pertains.
	– Notice of Electronic Filing	– (NEF) Generated automatically by the ECF system upon completion of an electronic filing. The NEF, when e-mailed to the e-mail addresses of record in the case, acts as the proof of service.
	– Party:	– Includes counsel of record and pro se litigants.
	– Portable Document Format	– (PDF) Allows anyone to open the converted document across a broad range of hardware and software, with layout, format, links, and images intact. All documents are to be filed in PDF format so the integrity of the original document cannot be destroyed.
	– System:	– Used to reference the Case Management/Electronic Case Files (CM/ECF) system adopted and implemented by the District Court.
(d) Technical Specifications	– In order to have adequate downloading capabilities, filing parties should consider the following technical equipment:	<ul style="list-style-type: none"> – Operating system such as Windows or MacIntosh – Ability to convert documents to portable document format (PDF), using software such as Adobe Acrobat Writer (7.0) or WordPerfect, or the latest version of Word with additional software. – High-speed Internet access, or an Internet dial-up line with a minimum of 56K which is dial-up and very slow. DSL or cable is preferred for better access speed. – Netscape 7.1 or Internet Explorer 6.0 browser. – A scanner configured no finer than 200 dpi and black and white rather than color scanning for imaging non-computerized documents.

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(e) Scanning Specifications	– Legibility	<ul style="list-style-type: none"> – Scanned documents are to be subsequently filed electronically and must be legible. If for any reason a document cannot be easily read after scanning, the filing party will be instructed by the Court to file a legible copy within a specified period of time. - No color - No black borders - No shading
	– Document Size:	<ul style="list-style-type: none"> – Large documents may not upload properly to the system or download within a reasonable amount of time for users with a 56K modem. – Documents over three (3) megabytes must be filed in three-(3)-megabyte segments as attachments.
(f) System Availability	– Local Rule 1.6(j)	<ul style="list-style-type: none"> – All documents must be filed before 5:00 p.m. on the filing deadline date. – However, the system is designed to provide service twenty (24) hours per day and you may file at any time if you are filing before your filing deadline. - Parties are encouraged to file documents during normal business hours, beginning well before 5 p.m. <p>IF YOU WAIT UNTIL 4:00 OR LATER, THE SYSTEM WILL BE SO BOGGED DOWN FROM THE NUMBER OF FILERS THAT IT WILL TAKE FOREVER TO FILE YOUR DOCUMENT.</p>
(g) Registration	– PACER	<ul style="list-style-type: none"> – A PACER login and password is required of all electronic users. – In order to view documents, reports, etc., you must have a PACER account. – It is regulated by PACER in Washington D.C. – To register for PACER, a user must complete the online form or submit a registration form, available on the PACER website, http://pacer.psc.uscourts.gov.
	<ul style="list-style-type: none"> – District of Montana ECF User Registration – Local Rule 83.3 – Local Rule 1.6(g) 	<ul style="list-style-type: none"> – After attorneys complete a 3-hour ECF User Training, the Court will issue logins and passwords. Attorneys must meet the requirements of Local Rule 83.3. – Once you attend the training and become a registered user of electronic filing, you waive your right to receive service by any other means other than electronic. – Form Two: Notice of Conventional Filing. <p>In accordance with Local Rule 1.6(g), the Notice of Conventional Filing (attached to the Administrative Procedures Manual) should always be used when electronic filing is not possible.</p> <ul style="list-style-type: none"> – Form Three: CM/ECF User Registration Form attached.

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(h) Login and Password	- Local Rule 1.6(c).	<ul style="list-style-type: none"> - Each attorney admitted to practice in the U.S. District Court for the District of Montana or admitted pro hac vice shall be entitled to one login and password from the District Court allowing the attorney to participate in electronic service and filing of pleadings and other papers. - No attorney shall knowingly permit or cause to permit his or her password to be utilized by anyone other than an authorized employee of his or her office. - Once registered, the attorney shall be responsible for all documents filed with his or her password.
(I) Signatures and Affidavits	- Electronic Signature Format in accordance with Local Rule 11.1(b).	<p align="center"><u>/s/ Jane Attorney</u></p> <p align="center">Jane Attorney Firm Name Attorney for Plaintiff/Defendant</p> <ul style="list-style-type: none"> - This electronic signature will not be considered a complete signature unless the typed name follows the “/s/.” - The electronic signature block found here must be used when the attorney signs any document, including the Certificate of Service. If a staff member usually signs the Certificate of Service, it must be scanned in with the original signature.
	- Multiple Signatures, Local Rule 11.2	<ul style="list-style-type: none"> - Documents requiring signatures of more than one party shall be filed by one party in one of the following ways: (a) Scanning the signature page and attaching it as an exhibit to the document; (b) Using the “/s/” electronic signature as to the filing party only, using blank signature lines followed by the information required by L.R. 11.1 as to the other parties, and representing in the text of the document that all parties whose signature lines appear in the document have consented to its filing; (c) Identifying on the document when filed the parties whose signatures are required and stating that each party will file a notice of endorsement within three (3) business days of the document’s filing, with each party timely filing its own notice of endorsement; (d) Where all signators are conventional filers, by presenting to the Clerk one document bearing the original signature of each signator; or (e) By using any other method prescribed by the Clerk of Court.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

(a) Filing	<ul style="list-style-type: none"> – Local Rules 7 and 10.1 – Federal Rule of Civil Procedure 10 	<ul style="list-style-type: none"> – Format of pleadings has remained the same.
	<ul style="list-style-type: none"> – Electronic Filing in ECF Only 	<ul style="list-style-type: none"> – All documents, EXCEPT DISCOVERY DOCUMENTS, shall be electronically filed. – E-mailing a document to the Clerk’s Office shall not constitute “filing.”
	<ul style="list-style-type: none"> – Local Rule 3.1(c), Complaints and other initiating documents 	<ul style="list-style-type: none"> – Civil Cover Sheet must be sent to the Clerk’s Office by e-mail or fax along with the first page of the complaint. – Clerk’s Office will return a case number by e-mail after the filing fee is received. – After receiving the case number from the Clerk’s Office, the filing party will initiate the case electronically with the initiating document(s), i.e., complaint and attached summons.
	<ul style="list-style-type: none"> – Answers 	<ul style="list-style-type: none"> – Attorneys must create the association between themselves and the party they represent, especially at the time of the first appearance by the attorney (either the answer or a 12(b)(6) motion to dismiss.
	<ul style="list-style-type: none"> – Notice of Removal 	<ul style="list-style-type: none"> – When removing a case from another court, you must use the event “Notice of Removal” under “Other Filings.”
	<ul style="list-style-type: none"> – Judge Assignment 	<ul style="list-style-type: none"> – At the time the complaint is filed, a judge will be assigned.
	<ul style="list-style-type: none"> – Consent to Proceed before a U.S. Magistrate Judge 	<ul style="list-style-type: none"> – Parties will receive a “Mailing of Consent to Proceed before USMJ” by electronic notice with the consent/objection form attached. – Consent forms shall be returned to the Clerk’s Office by CONVENTIONAL means and NOT filed in the database electronically. They will be held under seal in the Clerk’s Office. – If all parties consent to magistrate jurisdiction, all consent forms will be scanned into the electronic record of the case as “Notice of Assignment to USMJ.” – If all parties do not consent to magistrate jurisdiction, the order of reassignment will issue and the returned consent forms will be shredded at the conclusion of the case.
	<ul style="list-style-type: none"> – Local Rule 4.1 and Federal Rule of Civil Procedure 4. Service of the Complaint 	<ul style="list-style-type: none"> – A party may not electronically serve a complaint, but instead must effect service according to the Local Rules.
	<ul style="list-style-type: none"> – Summons 	<ul style="list-style-type: none"> – The filing party may attach a Summons to the initiating document for issuance by the Clerk’s Office.
	<ul style="list-style-type: none"> – Timely Filed: 	<ul style="list-style-type: none"> – A document will be deemed timely filed if filed prior to 5:00 pm on the due date.
	<ul style="list-style-type: none"> – Withdrawal and Substitution of Attorney, Local Rule 83.9(a). 	<ul style="list-style-type: none"> – Withdrawal of an attorney is done by filing a “Motion to Withdraw,” found in the “Motions” menu. You must receive leave of court.

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	<ul style="list-style-type: none"> – Attachments and Exhibits, Local Rule 7.2. 	<ul style="list-style-type: none"> – Except as the local rule otherwise provides, exhibits must be filed in electronic format as attachments to the related document. – Anything larger than three (3) megabytes shall be filed or attached in three (3) megabyte segments. – Trial exhibits will not be filed unless ordered by the Court.
	<ul style="list-style-type: none"> – Discovery, Local Rule 26. 	<ul style="list-style-type: none"> – Discovery documents shall not be filed with this court except when a motion is filed relating to the discovery. – The party filing the motion shall attach the relevant discovery documents to the motion. – The only exception to this rule is the Notice of Taking Deposition or Amended Notice of Taking Deposition. The first page of the Deposition shall be scanned in and filed electronically if leave of court has been received. – The actual Deposition will be kept in hard copy in the Clerk’s Office.
	<ul style="list-style-type: none"> – Local rule 1.7. Transcripts of Proceedings 	<ul style="list-style-type: none"> – Upon a request for a transcript of proceedings, the court reporter will provide the Court with a certified transcript of proceedings that the Clerk’s Office will maintain in hard copy format. – The docket text will indicate the transcript has been filed and a copy may be ordered from the court reporter.
	<ul style="list-style-type: none"> – Local Rule 10.3(c). Hyperlinks 	<ul style="list-style-type: none"> – Hyperlinks to cited authority will be considered no more than a convenient mechanism for accessing material cited in the document. – The hyperlink will be extraneous and will not be considered a part of the court’s record. – Hyperlinks should not be used to circumvent briefing page limitations.
	<ul style="list-style-type: none"> – Multiple Motions 	<ul style="list-style-type: none"> – If you are filing two or more motions, in one document, you <u>must</u> select all motions from the drop-down list during the initial filing process. If you hold down the [control] key and click on each motion, each motion will be filed appropriately. If you only click on one motion and then text in the other motions, each motion will not be dealt with as they should. – If you are filing a “motion to _____ or in the alternative a motion for _____,” you must hold the [control] key down and select both types of motions at the same time.
	<ul style="list-style-type: none"> – Motions to Intervene 	<ul style="list-style-type: none"> – YOU SHALL FILE THIS MOTION CONVENTIONALLY WITH THE CLERK’S OFFICE. – Upon leave of court, the Clerk’s Office will enter the intervening parties, and you can then file your supplemental pleadings.

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	<ul style="list-style-type: none"> – Briefs/Memos/Responses/Replies In Support/In Opposition 	<ul style="list-style-type: none"> – Do NOT include or attach a brief/memo/ response/reply in support/in opposition to an electronically filed motion. DO NOT FILE A MOTION AND BRIEF IN SUPPORT OR OPPOSITION IN THE SAME FILING. THEY MUST BE FILED AS TWO SEPARATE DOCUMENTS. – All response/reply/support/opposition documents must be filed separately in order for the system to know that the motion is fully briefed. – Use the events in “Responses and Replies.” If you want to link to a motion or response, you <u>must</u> use these other events instead of “Brief,” i.e., Memorandum in Support, Response in Opposition, etc., or the record will not show that it is fully briefed.
	<ul style="list-style-type: none"> – Local Rule 15.1. Proposed/Amended Documents 	<ul style="list-style-type: none"> – When a conventional filer moves to file a pleading that requires leave of Court (like an amended complaint), the filer must file the proposed pleading as an exhibit to the motion.
(b) Service	<ul style="list-style-type: none"> – Local Rule 49. Notice of Electronic Filing (NEF) 	<ul style="list-style-type: none"> – The system automatically generates a Notice of Electronic Filing (NEF) at the end of each filing. – The Judge and all parties in the case that are electronic users will immediately receive the NEF at their e-mail address – The NEF is the equivalent of proof of service of the document.
	<ul style="list-style-type: none"> - Local Rule 5.1(b). Certificate of Service 	<ul style="list-style-type: none"> – Certificate of Service must be included in all documents, even when filing electronically, <u>if one or more parties is not an electronic registered user</u>. The rule states, “<u>as between registered users</u>, transmission of the Notice of Electronic Filing (NEF) constitutes the service required by the Federal Rules of Civil Procedure, and a certificate of service is moot.” – Thus, if all parties (counsel) are registered users, only the NEF is required. – The certificate must state the manner of service or notice. – A sample Certificate of Service is attached as Form One.
	<ul style="list-style-type: none"> - Conventional Service of Copies of Documents with the NEF 	<ul style="list-style-type: none"> – A copy of the NEF produced by the electronic system must be included with the hard copy of the pleading sent to non-registered users. – If a document is filed conventionally at the Clerk’s Office, the filing party must serve all parties by regular service, including a Certificate of Service.
	<ul style="list-style-type: none"> – Local Rule 6.1. Computing Time 	<ul style="list-style-type: none"> – The three-(3)-day rule for service by mail shall also apply to service by electronic means.
	<ul style="list-style-type: none"> – Local Rule 5.4. Prohibited Forms of Service 	<ul style="list-style-type: none"> – Fax or e-mail service is prohibited unless the conventional filer consents.

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(c) Fees Payable to the Clerk	<ul style="list-style-type: none"> – All paid fees will be documented by the Clerk’s Office by a text-only entry on the docket. 	<ul style="list-style-type: none"> – Credit/debit card – Check – Money order – Cash * The court will not maintain credit/debit card numbers or accounts of any kind for attorneys or law firms.
(d) Orders and Proposed Orders	<ul style="list-style-type: none"> - Local Rule 5.1(a). Orders in General 	<ul style="list-style-type: none"> – All orders shall be electronically filed and served with the same force and effect as if the judge had affixed the judge’s signature to a paper copy. – If an order is sent to a non-registered party by regular mail, an NEF will be included to provide the non-registered party with proof of service.
	<ul style="list-style-type: none"> – Text Orders 	<ul style="list-style-type: none"> – A text order may be entered by the judge granting or denying an unopposed order or a motion for extension of time. – A docket entry will be created but a document will not be generated or attached. – The system will generate an NEF which will be forwarded to all parties and have the full force and effect of a regular order.
	<ul style="list-style-type: none"> – Local Rule 1.6(k-l). Proposed Orders 	<ul style="list-style-type: none"> – The proposed order shall be attached as an exhibit to the Motion in PDF format when electronically filing motions for extension of time and unopposed motions only. – To facilitate the review and use by the Court of all or portions of the proposed orders, a working copy of each document shall be submitted by e-mail to the appropriate judge’s chambers in WordPerfect or Word format. - These e-mail addresses are not to be used to communicate with the Court unless otherwise permitted or when communications are solicited by the Court. <p> rfa_propord@mtd.uscourts.gov jds_propord@mtd.uscourts.gov rwa_propord@mtd.uscourts.gov seh_propord@mtd.uscourts.gov cso_propord@mtd.uscourts.gov ccl_propord@mtd.uscourts.gov dwm_propord@mtd.uscourts.gov jcl_propord@mtd.uscourts.gov </p> <p>* There is an underscore between the judge’s initials and “propord.”</p>

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(e) Document Titles		<ul style="list-style-type: none"> – All documents must be filed in the appropriate event. – The party electronically filing a pleading or other document may add limited text to a docket entry. – See “Multiple Motions” and Briefs/Memos In Support/In Opposition.
(f) Correcting a Filing	<ul style="list-style-type: none"> – Docket text or document(s) filed in error. 	<ul style="list-style-type: none"> – posting the wrong PDF filed to the docket text. – selecting the wrong type of document from the menu. – entering the wrong case number * The filing party should not attempt to correct the filing by refileing the correct document.
	<ul style="list-style-type: none"> – Local Rule 1.6(h-l). Contact the Help Desk 	<ul style="list-style-type: none"> – 1-866-463-4052 – If appropriate, the court will make an entry indicating that the document was filed in error and seal it. – The filing party will be advised <i>if</i> the document needs to be refiled.
(g) Technical Difficulty in Filing Documents	<ul style="list-style-type: none"> – District of Montana’s technical failures. 	<ul style="list-style-type: none"> – A filing party whose filing is made untimely as a result of a technical failure of the court’s CM/ECF’s site may seek appropriate relief from the court. – System outages will be posted on the Website if possible.
	<ul style="list-style-type: none"> – Help Desk 	<ul style="list-style-type: none"> – 1-866-463-4052 – Available from 8:30 a.m. to 5:00 p.m. – Voice mail messages may be left after hours in the event a party has filing difficulties.
	<ul style="list-style-type: none"> – Technical Difficulties in Filing During Regular Business Hours 	<ul style="list-style-type: none"> – Problems on the filer’s end, such as phone line problems, problems with the filer’s ISP, or hardware or software problems, will not excuse an untimely filing. – Parties must contact the Help Desk to obtain permission to send a document by e-mail OR file the document conventionally at the Clerk’s Office. – Form Two attached: “Notice of Conventional Filing of Document”
(h) Laptops in the Courtroom	<ul style="list-style-type: none"> – Laptops are allowed in the courtrooms 	<ul style="list-style-type: none"> – The District Court will not provide hookups to the District’s network in accordance with Ninth Circuit security regulations. – If parties wish to have access to the documents filed in a case, their laptops must contain any and all documents they will need during the proceeding. – The Judicial Conference has advised against using wireless internet access in the courts.

III. PROVISIONS FOR SEALING CASES, DOCUMENTS, AND PERSONAL IDENTIFIERS		
(a) Sealed Documents	– Local Rule 7.4(b-c)	<ul style="list-style-type: none"> – In order to receive leave of court to file something under seal, parties must conventionally file their motion with the Clerk’s Office, including ex parte motions. – The document/item to be sealed must accompany the motion in hard copy for review by the Court. – The Clerk’s Office will scan and e-file the motion and the proposed “sealed” document under seal. – Only the court will have access to view these documents. <p>** The filing party will be responsible for conventionally serving a hard copy of the sealed document on all parties.</p>
(b) E-Government Act of 2002	– Local Rule 1.8	<ul style="list-style-type: none"> – Parties shall refrain from including or partially redact where inclusion is necessary, personal data identifiers from all documents filed with the court, including exhibits thereto, whether the document is made available electronically or only in paper, unless otherwise ordered by the Court. - A party wishing to file a document which references personal data identifiers shall, with leave of court, file an unredacted version conventionally and the Clerk’s Office will file said document under seal. Only the court will have access to view these documents. – The filing party will be responsible for serving a hard copy of the unredacted document on all parties. – The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The clerk will not review each document for compliance with this rule.
	– Personal Identifiers	<ul style="list-style-type: none"> – Social Security and Driver’s License Numbers–redacted to the last four numbers. – Names of Minor Children– redacted to initials only. – Dates of Birth–redacted to the year only. – Financial Account Numbers– redacted to the last four digits of the account numbers.
	– Leave to file additional information under seal.	<ul style="list-style-type: none"> - Parties may move to file under seal the following information: - medical records, employment history, individual financial information, proprietary or trade secret information, information regarding an individual’s cooperation with the government, information regarding the victim of any criminal activity, national security information, or sensitive security information as described in 49 U.S.C. § 114(s).

III. PROVISIONS FOR SEALING CASES, DOCUMENTS, AND PERSONAL IDENTIFIERS		
	<p>– The following will not be available for public access:</p>	<ul style="list-style-type: none">- unexecuted summonses and warrants in criminal cases;- pretrial bail reports and presentence investigation reports;- the sentencing judge's statement of reasons in a criminal judgment;- juvenile records;- documents containing identifying information about jurors or potential jurors;- financial affidavits filed by persons seeking representation pursuant to the Criminal Justice Act;- ex parte documents, including but not limited to requests for authorization of investigative, expert or other services pursuant to the Criminal Justice Act;- sealed documents, including but not limited to motions for subpoenas under Fed. R. Crim. P. 17(b) and motions for downward departures for substantial assistance;- minutes and transcripts from sealed court proceedings;- other documents or proceedings as provided by statute, rule, or policy.

IV. ACCESS TO THE SYSTEM		
(a) Public Access at the Clerk's Offices		<ul style="list-style-type: none"> – Access to the electronic record is available for all parties and the public at each divisional office of the District Court during regular business hours. – A copy fee for an electronic reproduction is required in accordance with 28 U.S.C. § 1930.
(b) Internet Access	– ECF User Access	<ul style="list-style-type: none"> – Remote access to <u>file</u> a document in the electronic record is limited to registered ECF users. – Registered users who are parties to a case will receive e-mail notification of a filing and the document filed in their e-mail accounts. – The parties are free to review and/or download said filing at the time of the notification. – * If a party to a case remotely accesses a document after the initial notification of filing, they will be charged the access fee of \$.08 per page.
	– PACER Access	<ul style="list-style-type: none"> – Remote access to <u>view</u> the electronic record is limited to subscribers to the PACER system. – A user fee of \$.08 per page will be charged by PACER for remotely accessing case information such as filed documents, docket sheets, and reports. – The fee schedule places a billing limit of 30 pages (\$2.40) on all case specific reports and documents, with the exception of transcripts.

V. CONVENTIONAL FILING AND SERVICE OF DOCUMENTS

(a) Conventional Filing of Documents	– Local Rule 1.6(d-g)	<ul style="list-style-type: none">– All registered users have waived their right to receive service by any other means except electronic.– All attorneys must show cause why they are not filing their documents electronically after January 10, 2007.– Conventionally filed documents will be scanned and filed electronically at all divisional offices.– Form Four: Motion for Attorney to File Conventionally attached must be used when registered users are filing conventionally.– Local Rule 1.6(g) allows for the disposal of conventionally filed documents unless it is necessary to keep the original on file in the Clerk's Office.
(b) Conventional Filing of Exhibits	– Local Rule 7.2	<ul style="list-style-type: none">- Registered users must move for leave to file an exhibit in CD-Rom or by conventional means unless it fall under the provisions of Local Rule 7.2.<ul style="list-style-type: none">- too lengthy to file or scan;- oversized, such as blueprints or maps;- administrative records; or- trial exhibits.– A party may move for leave to file an exhibit in CD-ROM or conventional format by describing the exhibit and explaining why it cannot be filed electronically.– Users should check the Court's website for guidance regarding what constitutes an exhibit too large to file or scan and for other ways of handling exhibits.– Exhibits must be described in full.
(c) Conventional Copies and Certified Copies	– 28 U.S.C. § 1914.	<ul style="list-style-type: none">- Conventional copies and certified copies may be obtained at all divisional offices of the Court.– Fees for copying and certifying will be in accordance with statute.

FORM ONE
CERTIFICATE OF SERVICE
L.R. 5.2(b)

I hereby certify that, on _____, a copy of the foregoing document was served
on the following persons by the following means:

<u>1, 3</u>	CM/ECF
<u> </u>	Hand Delivery
<u>2</u>	Mail
<u> </u>	Overnight Delivery Service
<u> </u>	Fax
<u>4</u>	E-Mail

1. Clerk, U.S. District Court
2. Clarence Darrow
Darrow & Kunstler, PLLC
24 Main St.
Two Dot, MT 59085
Attorney for Defendant Webster
3. John E. Attorney
Lawyers R Us, Inc.
Attorney for Defendant Smith
4. Jane Doe
janed@anonymallaw.com
Attorney for Plaintiff Brown

/s/ James Doe
James Doe
Attorney for Defendant Jones

FORM TWO
NOTICE OF CONVENTIONAL FILING OF DOCUMENT OR ITEM
L.R. 1.6(g)

John E. Attorney
1234 Main Street
Billings, MT 59101
Attorneys for Defendant Smith

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MONTANA
TWO DOT DIVISION

)	Case No. CV
)	
Plaintiff,)	
)	
vs.)	NOTICE OF CONVENTIONAL
)	FILING OF DOCUMENT
)	
)	
Defendants.)	
_____)	

Please take notice that _____ has conventionally filed _____. The document(s) or item(s) is/are not available in electronic form. The document(s) or item(s) has/have not been filed electronically because:

- _____ scanning is not practicable;
- _____ the electronic file exceeds megabytes in size;
- _____ the filing is under seal;
- _____ a court order excuses conventional filing;
- _____ the filing is exempted under Local Rule 7.2(b);
- _____ the filer experienced the following technical difficulties as shown by the attached documentation.

DATED this 5 day of November, 2005.

/s/ John E. Attorney
John E. Attorney
Attorneys R Us, Inc.
Attorneys for Defendant Smith

**FORM THREE
UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MONTANA**

ECF USER REGISTRATION FORM

This form shall be used to register for an account on the electronic case files system, to obtain privileges both to electronically submit pleadings and other papers, to view and retrieve electronic pleadings and other papers, and to receive electronic pleadings and other papers for all cases filed in the electronic files system for the District of Montana.

The following information is required for registration:

First/Middle/Last Name: _____

Bar ID#: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

Fax Number: _____

Internet E-mail Address: _____

Do you wish to pay fees by credit card? _____ yes _____ no

Are you registered to file electronically in another federal district? No _____ Yes _____ District of _____

Which training did you attend in Montana? Location: _____ Date _____

By submission of this registration form, the undersigned agrees to the following:

1. That this system is for use only in cases permitted by the U.S. District Court for the District of Montana. It may be used to file and view pleadings and other papers electronically;
2. That pursuant to Federal Rule of Civil Procedure 11 and Local Rule 11 every document shall be signed by at least one attorney of record who is filing electronically.
3. That a user's login (the attorney's bar number) combined with the user's password serve as and constitutes the user's signature.
4. That if any reason exists to suspect the login and password have been compromised in any way, it is the duty and responsibility of the user to immediately notify the CM/ECF. Help Desk. The CM/ECF. Help Desk will immediately delete that password from CM/ECF. and the user may select a new password.
5. That this registration will constitute a request and an agreement to receive service of pleadings and other papers electronically pursuant to Local Rule 1.6 and any other applicable rule, where service of pleadings and other papers are otherwise permitted by first class mail, postage prepaid.
6. That by registering as a electronic files case user, I agree to abide by all of the rules and procedures in the Local Rules and this Administrative Procedures Manual and waive the right to receive pleadings and other papers by conventional filing unless specified by the Court.

Registered User's Signature

Submitted to: Leandra Kelleher
U.S. District Court
P. O. Box 8537
Missoula, MT 59807

FORM FOUR
MOTION BY ATTORNEY FOR LEAVE TO FILE CONVENTIONALLY
L.R. 1.6(d)
(for use after January 10, 2007)

John E. Attorney
1234 Main Street
Billings, MT 59101
Attorneys for Defendant Smith

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MONTANA
TWO DOT DIVISION

Plaintiff,)	Case No.
)	
)	
)	
vs.)	MOTION BY ATTORNEY FOR LEAVE
)	TO FILE CONVENTIONALLY IN THIS
)	CASE
)	
)	
Defendants.)	
_____)	

I, John E. Attorney, Court for leave to file documents conventionally in this case because:

_____ high-speed Internet service is not available in the area where I practice.

_____ my office does not yet have high-speed Internet service and I do not have ready access to a Kinko's or other site that does have high-speed Internet service.

_____ I and/or my staff have not yet taken the Court's CM/ECF training. An appointment will be scheduled and kept.

_____ this is a Social Security case and the nature of the case makes electronic filing infeasible.

_____ of the following special circumstances: _____

_____.

DATED this 13 day of December, 2007.

[conventional hand signature]
John E. Attorney
Attorneys R US, Inc.
Attorneys for Defendant